

REPORT EVALUATION CHECKLIST

This checklist will assist in assuring that a home inspection report complies with
The Arizona Standards of Professional Practice for Home Inspectors.

For use by:

**Applicants, Supervising Certified Inspectors,
Application Reviewers, Enforcement Advisory Assessors, Certified Inspectors.**

Applicant Please Note: The purpose of an inspection report is to provide the client with a better understanding of the property conditions. The Board of Technical Registration has adopted Standards of Professional Practice for Arizona Home Inspectors (available on the Board web site or upon request) to set the guidelines for reporting that will provide this understanding.

Each home inspection report is required to meet the Arizona Standards of Professional Practice.

Each submitted report will be evaluated for compliance with the following criteria:

1. *Observation and Description* of systems and component

Observe: The act of making a visual examination of a system or component and reporting on its *condition*.

Describe: Report in writing a system or component by its *type*, or other characteristics, to distinguish it from other components used for the same purpose.

2. Explanation of *adverse conditions* and *recommendations for remedies* (such as "review by qualified professional, service by qualified professional, correction by qualified professional")

This criteria will apply to all systems and components that are applicable to the property inspected, as set forth in the Standards of Professional Practice for Arizona Home Inspectors and in the Rules of the Arizona State Board of Technical Registration for Architects, Assayers, Engineers, Geologists, Home Inspectors, Landscape Architects, and Surveyors, from the Arizona Administrative Code, Title 4, Chapter 30.

COMPLETING AND SENDING IN THIS CHECKLIST WITH YOUR APPLICATION, AND DIRECTLY ADDRESSING ALL ITEMS IN THIS CHECKLIST UPON SUBMITTAL, CAN SIGNIFICANTLY REDUCE THE AMOUNT OF TIME REQUIRED TO PROCESS YOUR APPLICATION. (Consider placing the number listed at the left hand side of the checklist, at the corresponding location in your report. As an example: where your report describes the date of the inspection, place a circled number 2 nearby).

Supervising Certified Inspectors Please Note: As the *supervising certified inspector* conducting *parallel inspections*, you are responsible for seeing that the applicant's report meets the minimum standards for home inspections, and you must provide a sworn statement that the parallel home inspections meet the standards identified in rule R4-30-301.01(A). Use this checklist as a guideline for compliance.

Application Reviewers and Enforcement Advisory Assessors Please Note: Many different terms are likely to be used to describe satisfactory or unsatisfactory conditions in a home inspection report. Various terms will be acceptable, if these words reasonably convey positive or negative conditions. Any "immediate major repair" items must also include recommendations to correct, monitor or evaluate by appropriate persons.

Certified Inspectors Please Note: All Home Inspections and Inspection Reports must comply with the Arizona Standards of Professional Practice. Use this checklist as a guideline to insure your continued compliance.

DISCLAIMER

The guidelines and checklist are merely tools to assist the applicant and/or certified home inspector in preparing a home inspection report. They are not all inclusive of or a substitute for the "Standards of Professional Practice" adopted by the Arizona Chapter of the American Society of Home Inspectors, Inc. on January 1, 2002, and adopted by the Arizona Board of Technical Registration and incorporated by reference via A.A.C.R4-30-301.01 on February 19, 2002, which are the governing standards for home inspections conducted in Arizona. To the extent that there is any conflict between the guidelines or checklist and the Standards of Professional Practice, the Standards of Professional Practice governs.

* An asterisk in the checklist means that it is acceptable to leave this *component* out of the report if it is Not Present or Not Applicable. NOTE: Items present, but not inspected must be clarified as to why they were not inspected (by request of seller, access restricted, access denied, etc.).

REPORT EVALUATION CHECKLIST

Applicant Name: _____

Application Number: _____

Property Address: _____ Inspection Date _____

2.0 Purpose & Scope (Note these are training inspections. If you have not affiliated yourself with a firm yet, create a model page meeting these requirements.)

- 1) Inspection purpose and scope, limitations, exclusions and fee-
Include all as part of the report or agreement.
A common way of meeting the purpose requirement is to say: The purpose of the inspection is to give the client a better understanding of the property condition on the day of the inspection. Limitations and exclusions to the inspection need to be clearly defined and may not be in conflict with the Standards of Practice. Include the inspection fee in the report and/or the agreement.
- 2) Date -Include the date the inspection was performed in the report.
- 3) Inspector- The legible name (typed or printed) and application number of the person performing the inspection must exist in the report.
- 4) Company address- A full company mailing address must be included in the report.
- 5) AZ standards of practice- A notation needs to be included that describes the inspection as being conducted in accordance with the Arizona Standards of Professional Practice for Home Inspectors in the submitted report and/or agreement.

4.0 Structural Components

- 6) Foundation- Observe and report on the foundation **type** (concrete slab on grade, concrete/masonry basement, concrete/masonry crawlspace) and the **condition** of the visible portions of the foundation (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the foundation as simply “not visible”.
- 7) Floors- Observe and report on **type** (framed, concrete, or not determined) and **condition** to the extent it is visible at each level of the structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the floors as simply “not visible”. These structural notations may be located in the structure section or the interior section of the report.
- 8) Walls- Observe and report on **type** (framed, masonry, etc. or not determined) and **condition** to the extent it is visible of exterior wall structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the wall structure as simply “not visible”.
- 9) Columns*- Observe and report on **type** (framed, masonry, etc. or not determined) and **condition** to the extent it is visible of the structure columns (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the columns as simply “not visible”.
- 10) Roofs/Ceilings- Observe and report on **type** (truss system, conventional framing, not determined, etc) and **condition** to the extent it is visible of roof and ceiling structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply “not visible”.

- 11) Underfloor crawl space*- Observe and report on **condition** of the crawl space and its components (access, floor, walls, supports, etc.).
- 12) Observation method - State how crawl space and attic were observed (not needed if dwelling has no crawl space or attic). Common examples: viewed from access, fully accessed, partially accessed-west side blocked by possessions, etc.

5.0 Exterior

- 13) Wall Cladding- Observe and report on **type** (stucco, wood siding, etc.) and **condition** (satisfactory, poor, etc.) of the exterior wall surface material.
- 14) Flashing and trim- Observe and report on the **condition** of the wall flashing and trim at openings and transition areas (comments on exterior flashing may be left out if no visible flashing exists at the property).
- 15) Entry door- Observe and report on **condition** (and operation) of all exterior doors.
- 16) Windows- Observe and report on **condition** and operation of a representative number (may be reported in exterior or interior sections.)
- 17) Garage door opener* - Observe and report on **condition** and operation including safety reverse.
- 18) Decks, balconies and steps*- Observe and report on **condition**.
- 19) Porch, areaway, railings*- Observe and report on **condition**.
- 20) Eaves, soffits and fascia*- Observe and report on **condition**.
- 21) Vegetation*- Observe and report on any adverse impact on the structure.
- 22) Grading, drainage- Observe and report on **condition** and any adverse impact on the structure.
- 23) Patio, walks, driveway- Observe and report on **condition** and any adverse impact on the structure.
- 24) Retaining walls*- Observe and report on **condition** and any adverse impact on the structure (may report by making no comment if not present).

6.0 Roofing

- 25) Roof coverings- Observe and describe covering **type** (shingle, tile, rolled composition, etc.) and report on **condition**.
- 26) Drainage systems*- Observe and report on **condition** of any gutters/downspouts, roof drains, etc.
- 27) Flashings/Penetrations, Skylights*, Chimneys*- Observe and report on **condition** (may report by making no comment in the report if no skylights or chimneys exist).
- 28) Evidence of leaking*- Observe and report on evidence of leakage (may be noted in the roof, attic or interior sections).
- 29) Method used to observe- Describe method used to observe the roof. (walked, viewed from ladder, fully viewed, viewed partially, etc.)

7.0 Plumbing

- 30) Interior supply/ distribution piping- Observe and report on visible **type** of materials (must describe type of piping material specifically, i.e., copper, polybutelene galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.
- 31) Supports, insulation - Observe and report on **condition** of all visible supports and insulation.
- 32) Fixtures, faucets- Observe and report on **condition** and operation of all fixtures and faucets (may be reported in plumbing section or individual room description areas).
- 33) Functional flow- Observe and report on the supply system functional flow (volume, not pressure) and describe the method used to determine or have the term functional flow in the report.
- 34) Water supply leaks*- Observe and report on any evidence of supply side leaks.
- 35) Cross Connections*- Observe and report on the presence of any potential cross connections (dishwasher high-loop, hose bib anti-siphon fittings, etc.).
- 36) Waste and vent piping system - Observe and report on visible **type** of materials (must describe type of piping specifically, i.e. ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.
- 37) Drain leaks*- Observe and report on any evidence of leakage of the waste system piping.
- 38) Functional drainage- Observe and report on the waste system functional drainage and describe method used to determine or have the term functional drainage in the report.
- 39) Water heater- Observe and report on its **type** (gas, electric, solar, etc.) and **condition** (operational, inoperative, etc.).
- 40) Automatic Safety Controls- Observe and report on presence and visible **condition** (*TPR valve, thermocouple, etc.).
- 41) Flues and vents- Observe and report on **condition** (required if dwelling has a gas water heater-report on flues and combustion air ventilation).
- 42) Fuel distribution system and supports* - Observe and report on **condition** of all visible fuel piping and supports.

8.0 Electrical

- 43) Service type- Observe and report on its **type** (overhead/underground) and **condition**.
- 44) Service conductor- Observe and report on its **type** (copper or aluminum) and **condition**. May report both type and condition as not visible if visibility is restricted.
- 45) Service ground- Observe and report on the presence and the **condition** of the system visible grounding.
- 46) Overcurrent protection devices- Observe and report on the **type** (breakers and/or fuses) and **condition**.
- 47) Main and distribution panels- Observe and report on panel **locations** and **condition**.
- 48) Service amperage/voltage- Report on the service amperage and voltage ratings.

- 49) Branch circuit conductors- Observe and report on **type** (conductor) and **condition** of the branch circuits.
- 50) Aluminum branch circuit wiring*- Observe when present and report on **condition** and provide customer recommendations.
- 51) Compatibility- Observe and report on **condition** (i.e., report when breakers or fuses are oversized). Reporting panel(s) as satisfactory with no adverse comments assumes compatibility is correct.
- 52) Lights, switches- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).
- 53) Receptacles, polarity, ground- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).
- 54) Ground fault circuit interrupters- Observe and report on operation and **condition** of all existing GFCI devices.

9.0 Heating

- 55) Heating equipment- Observe and report on **type** (heat pump, forced air gas, etc.) and **condition**.
- 56) Energy source- Observe and report on **type** (gas or electric).
- 57) Operating controls (thermostat)- Observe and report on operation and **condition**.
- 58) Automatic Safety controls- Observe and report on presence and visible **condition** (limit switches, thermocouple, etc. on gas units and disconnect on electric units).
- 59) Flues and vents- Observe and report on **condition** (required if dwelling has a gas heater - report on flues and combustion air ventilation).
- 60) Solid fuel heating devices* - Observe and report on **type** (fireplace, wood stove, pellet stove) and **condition**.
- 61) Distribution system- Observe and report on **type** and **condition**. (forced air, convection, radiator, ducts - not required to describe materials).
- 62) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".
- 63) Heat source- Observe and report on **installed heat source presence in each room** (report must contain a reference to heat source presence in each room - may be reported in individual room description areas).

10.0 Cooling

If the heating and cooling systems have shared components (i.e., thermostat, distribution system, filters, registers, etc.) these components may be reported in either the heating or cooling sections.

- 64) Cooling equipment- Observe and report on **type** (heat pump, air conditioner, evaporative cooler) and **condition**.
- 65) Energy source- Observe and report on **type** (gas or electric).
- 66) Operating controls (Thermostat)- Observe and report on **condition**.
- 67) Distribution system- Observe and report on **type** (forced air, convection, radiation – not required to describe materials) and **condition**.

- 68) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply “present” or “in place”.
- 69) Cooling source- Observe and report on **installed cooling source presence in each room** (report must contain a reference to cooling source presence in each room - may be reported in individual room description areas.)

11.0 Interiors

- 70) Walls, ceilings, floors- Observe and report on **condition** at visible areas.
- 71) Steps, stairways*- Observe and report on **condition**.
- 72) Balconies, railings*- Observe and report on **condition**.
- 73) Counters, cabinetry- Observe and report on **condition**.
- 74) Doors- Observe and report on operation and **condition** of a representative number of interior doors (may be reported in interior section or individual room description areas).
- 75) Windows- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).
- 76) Fire Separation walls, and ceilings*- Observe walls and ceilings between dwelling unit and an attached garage or another dwelling unit and report on **condition**.
- 77) Fire Separation doors*- Observe and report on **condition** at attached garages.

12.0 Insulation, Ventilation

- 78) Insulation- Observe and report **type** of visible insulation (i.e., fiberglass, cellulose, etc.) and **condition** (i.e., displaced, damaged, missing).
- 79) Vapor retarder – Observe and report **type** of visible vapor retarder (i.e., building paper, plastic, etc.) and **condition** (i.e., displaced, damaged, missing, etc.) Some regions of Arizona do not require a vapor retarder so the absence of a comment on vapor retarder will be accepted if the inspection was performed in these areas.
- 80) Attic ventilation - Observe and report on presence and **condition**.
- 81) Underfloor crawl space ventilation*- Observe and report on presence and **condition**.
- 82) Kitchen ventilation*- Observe and report on the stove vent **condition**.
- 83) Bathroom ventilation- Observe fan or window and report on operation and **condition**.
- 84) Laundry ventilation- Observe and report on presence and **condition** of dryer venting to the extent it is visible. Dryer venting evaluation shall include visible sections from the clothes dryer to the exterior of the building.

FOR INTERNAL USE ONLY:

Applicant Name: _____
Application #: _____
Inspection Address: _____

Date of Inspection: _____

Reviewer

Date

- ☐ One report was reviewed and meets the AZ standards.
- ☐ One report was reviewed and meets the AZ standards subject to minor comments listed below or in the reviewed report.
- ☐ Not recommended (see comments).

Comments: